

PURPOSE: TO PROVIDE GENERAL INFORMATION CONCERNING THE CAMPUS POST OFFICE USAGE AND HOURS OF OPERATION.

A. GENERAL

The Brenau Post Office provides service to the University in several categories: operates as a United States Postal facility where employees may purchase stamps, mail packages, and make use of Priority and Express mail, as well as take advantage of most services provided by the Federal Post Office facility. The Post Office staff receives all incoming U. S. Mail; FEDEX; UPS; DHL and other private carriers; inter-departmental mail and delivers this mail to department campus mailboxes.

The Brenau Post Office also provides information and guidance regarding the types of mail services available to ensure the mail travels at the fastest, most economical manner possible.

B. HOURS OF OPERATION AND DELIVERY

The Brenau University Campus Post Office distributes mail Monday-Friday from 8:30 a.m.-10:00 a.m., with window hours from 10:00 a.m.-4:00 p.m.

DELIVERY SERVICE	TIME	DISTRIBUTION
Postal	8:30-9:30 A.M.	10 A.M.+
FedExAir	8:30-9:30 A.M.	Upon Arrival
FedExGrnd	2:00-3:00 P.M.	Upon Arrival
DHL	11:30-1:00 P.M.	Upon Arrival
UPS	9:00 A.M./2:30 P.M.	Upon Arrival

1. Express mail must be delivered to the Green Street Post Office by 3:00 p.m.
2. Postal Office staff will deliver mail to the Green Street Post Office between 4:00 p.m.-5:00 p.m. All departments should have mail delivered to the Campus Post Office by 3:00 p.m.
3. FEDEX/UPS Express must be delivered to the Campus Post Office no later than 2:00 p.m. to arrange pick up.
4. Employees who leave the employ of Brenau would need to complete a change of address with the University Post Office in order to have mail forwarded. In this case, first class mail will be forwarded for six months and magazines for 45 days. USPS does not forward personal mail from a business.
5. Payments to the Brenau University Post Office must be by cash or personal check.

Specific information regarding incoming and outgoing mail may be obtained by calling the Brenau University Post Office at 770-534-6128.